

## **PERFORMANCE WORK STATEMENT**

### **Searchable and Indexed Database of the U.S. Department of Energy's Legislative History Collection**

#### **Section I. Introduction and Background**

The United States Department of Energy (DOE), Office of the General Counsel (GC), collects and compiles material pertaining to the legislative history of energy legislation and laws. The material is entirely in hard copy form and is estimated to total approximately 800,000 pages. The legislative history materials date from the 1960's to the present. The material is housed at DOE Headquarters in Washington, DC.

#### **Section II. Scope of Work and Objectives**

The objective of this task is to scan and make a searchable and indexed PDF file of DOE's legislative history material, load the material on a database identified by and internal to DOE, provide searchable and indexed DVDs to DOE that contain DOE's legislative history material, and provide on-site training on the use of the searchable and indexed PDF file. The work scope will include a formal non-monetary collaboration that will provide beneficial results to both parties.

The collaboration with the contractor would be to scan the DOE legislative history collection in return for ownership and access to this scanned and digitized collection. The contractor could then market and sell access to its own digitized collection to recoup the cost of digitization.

#### **Section III. Requirements**

The contractor shall provide all personnel, materials, equipment, and services necessary to perform the work specified in this Performance Work Statement.

The contractor shall box, inventory and transport the legislative history material from DOE Headquarters in Washington, DC. Upon completion of the project, the legislative history material shall be returned to DOE's Document Center.

The contractor may de-bind hard copy documents as required. Care should be taken that the left-hand margin is not trimmed so narrowly that the documents cannot be rebound later. For those documents which have a stapled or glued spine, the staples can be removed and the glued pages easily separated.

The contractor shall scan hard copy legislative history materials and provide DOE with full-text searchable and indexed PDFs with a minimum resolution of 600 dpi.

All scanned images must be inspected to insure the highest quality possible. The contractor will examine all PDF files for missing pages, and images shall not contain dust representation, scratches, duplicates, or any unknown discrepancies not visible on the original tangible document.

The contractor shall review each scanned image to insure that it is legible, full-text searchable and that each document is complete and that pages are in the correct order. The contractor shall identify images that cannot meet this standard and convey this information to DOE.

The contractor shall notify DOE of any issues, problems, or anomalies encountered during the scanning process as they are identified.

Once scanning is complete, hard copy documents that are unbound shall be re-stapled or tied together with string if re-stapling is not possible.

The contractor shall insure that all legislative history material is returned to DOE in the same condition as it was received (except for being unbound) and the legislative history material is complete and in order.

The contractor shall indemnify DOE for any loss of hard copy legislative history material that results from the contractor's negligence.

Work under this task will be performed primarily at the contractor's site. All work done under this task must be performed within the continental United States.

The contractor shall designate a project manager that will be responsible for directing the work and shall be available to meet with the Contracting Officer or his/her representative at DOE Headquarters as necessary or requested.

Should DOE need access to any of its hard copy legislative history material then in possession of the contractor, the contractor will deliver the hard copy legislative history material to DOE Headquarters in Washington, DC within 24 hours of a request.

Should the contractor, for any reason, not complete the work described herein, all DOE hard copy legislative history material in the contractor's possession shall be returned to DOE. Further, in such situation, the contractor shall give DOE all files that were made into a searchable PDF file.

DOE shall at all times retain ownership of and shall be able to use for its own purposes the hard copy legislative history material and the electronic representation of that material provided by the contractor in a searchable and indexed PDF file.

Under an agreement, the contractor shall have the right to commercialize and market access to its own copy of the DOE legislative history materials. While the contractor

may identify DOE as the source of the legislative history material, a disclaimer will be required as to any implied or explicit endorsement of the contractor's work.

#### Section IV. Progress/Compliance

The contractor shall deliver a monthly written progress report to DOE on the 15<sup>th</sup> of each month for the previous calendar month. This monthly written progress report shall describe work activities in progress, accomplishments, problem areas, anticipated activities for the upcoming month, and any other matters the contractor deems pertinent. This monthly written progress report shall specifically contain the following information:

- the number of legislative histories and number of pages scanned during the month and year-to-date (YTD)
- the cumulative number of legislative histories and number of pages scanned since the start of the contract
- the number of individual documents scanned during the month and YTD
- the cumulative number of individual documents scanned since the start of the contract
- problems encountered during the month

All work under this contract will be complete 12 months after the signing of the contract.

#### Section V. Transmittal/Deliver Acceptance

The contractor shall provide a Windows PC-compatible electronic version, by DVDs (to be provided by the contractor), of the searchable and indexed PDF legislative history materials. The contractor will load the material on a database identified by and internal to DOE. The contractor will provide on-site training on the use of the searchable and indexed PDF file. The contractor shall insure that electronic messages and files are virus-free prior to transmission and submission.

The contractor shall deliver DVDs of the searchable and indexed legislative history materials clearly labeled with the public law numbers contained within.

The contractor shall return the hard copy legislative history material in the same order in which they were taken from DOE.